

BulletProof Group Info.

From: Garrido, Stephanie [stephanie.garrido@lehman.com]
Sent: Monday, February 25, 2008 1:58 PM
To: mkieran@optonline.net
Cc: Kalyanswamy, Ashok; Jasti, Ravi
Subject: Pre-Employment Clearance & Instructions - Michael Kieran

Michael,

You have successfully cleared pre-employment and are on schedule to start on Friday, Feb 29, 2008 (this week). Below are instructions pertaining to your first day, if you should have any questions or require additional information please let me know.

Start Date

Your start date is scheduled for Friday, February 29, 2008.

Lehman Employee ID badge

You can pick up your badge at the Lehman Security office on the 6th Floor at 1301 Avenue of the Americas, New York, NY 10019 on the day you start. The receptionist desk will direct you to the Security Office. You will need a photo ID and your Social Security Number.

New Hire Orientation

You are scheduled to attend two (2) Orientation Classes on Monday, March 3, 2008

* Firm-wide Employee Orientation:

Location: 745 7th Avenue, 4th Floor Auditorium

Time: 9 am to 11:30 am

Description: Given to all new employees across the firm. This provides you with an overview of Lehman policies and procedures.

* IT Employee Orientation: (Immediately following Firm-Wide Orientation)

Location: 745 7th Avenue, 20th floor, Conference Room 20C

Time: 12:00 pm to 1:00 pm

Description: This orientation focuses specifically on the Information Technology Organization.

On your First Day you should report to:

* Work Location : 1301 Avenue of the Americas - 3rd Floor,

New York, NY 10019

* Manager Name: Ashok Kalyanswamy

* Manager Phone: (212) 320-6163

**If, for whatever reason, Ashok is not available when you come in, please also try contacting the following:

* Warren Lieberman (212) 320-6313

* Eric Anderson (212) 320-6123

Best Regards,

Stephanie Garrido
LEHMAN BROTHERS | ITD Human Capital Management

1301 Ave. of the Americas, 5th floor

Ph. 212-320-7310

Fax 646-758-1144

Stephanie.Garrido@lehman.com

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